

STATE BOARD OF LAW EXAMINERS
30 South Meridian Street, Suite 875
Indianapolis, IN 46204-3569
(317) 232-2552

**INSTRUCTIONS AND INFORMATION FOR
APPLICATION FOR ADMISSION UPON EXAMINATION**

These instructions apply to persons who wish to file an application with the State Board of Law Examiners for admission upon examination to practice law in Indiana. Please read and retain these instructions for use in preparing your application for future reference. Incomplete applications will not be accepted and will be returned.

Application for Admission Upon Examination

1. An original and one copy of your application (including all required attachments, reference letters, etc.) must be submitted. Your completed application **must be typewritten** and submitted in hard copy.
2. All questions on the application must be answered. Do not use N/A or Not Applicable. If the answer is “no” or “none,” so state.
3. The application must be properly notarized.
4. **Incomplete applications will not be accepted and will be returned.** Late filing fees and deadlines apply to any incomplete application that is re-submitted after the regular filing deadline. No applications will be accepted after the late filing deadline.
5. The application should be mailed or delivered to the following address:

State Board of Law Examiners
30 South Meridian Street
Suite 875
Indianapolis, IN 46204
6. The application is a continuing application from the time it is submitted until the applicant is admitted or the application is either denied or dismissed. All applicants are therefore under a continuing obligation to update their application regarding any changes from the date the application is submitted to the time of admission or until the application is dismissed or denied.

Deadlines

1. The application deadlines for first time applicants and re-exam applicants are as follows:

Deadlines for First Time Applicants (Postmark Dates)

Exam Date	Regular Filing Deadline	Late Deadline
February	November 15	November 30
July	April 1	April 15

Deadlines for Re-Exam Applicants (Postmark Dates)

Exam Date	Regular Filing Deadline	Late Deadline
February	December 15	December 30
July	May 30	June 15

2. Pursuant to Admission and Discipline Rule 15, no requests for filing past the stated deadlines or for waiver of filing deadlines will be accepted by the Board of Law Examiners or the Supreme Court.
3. Applications for the February Bar Examination will not be accepted by the Board before October 1st. Applications for the July Bar Examination will not be accepted before March 1st.

Reference Letters

1. Three reference letters must be attached to your application.
2. The reference letters must have original signatures, may not be identical, and may not be from a relative or law school classmate. E-mail letters are not an acceptable form of reference.
3. The purpose of the reference letters is to provide the Board of Law Examiners with three (3) independent opinions of the Applicant from individuals who are personally familiar with the Applicant and can attest to the Applicant having the attributes of character and fitness as specified in Admission and Discipline Rule 12.

Filing Fees

1. The application must be accompanied by the appropriate filing fee or it will not be accepted and will be returned. The filing fee for the regular deadline is Two Hundred Fifty Dollars (\$250.00) and the filing fee for the late deadline is Five Hundred Dollars (\$500.00).
2. Enclose the Two Hundred Fifty Dollar (\$250.00) filing fee for the regular deadline or the Five Hundred Dollar (\$500.00) filing fee for the late filing deadline. Payment must be

made in the form of a certified check, cashier's check or money order, Payable to: State Board of Law Examiners. **Personal checks or firm checks are NOT accepted.**

Photo Identification Required

1. A photograph for identification purposes must be sent with your application. The photo must be passport size, approximately 2x2, and taken no more than two years prior to the date of the application.
2. The photo must be laminated on a 3x5 card and have your name printed on the card.
3. Applications submitted without a photo ID will not be processed and will be returned.

Fingerprints Required for Police Report

1. All applicants are required to submit fingerprint cards to the Indiana State Police.
2. It will be necessary to go to a law enforcement facility and have your fingerprints taken. The Indiana State Police no longer will be doing fingerprinting.
3. State Form 8053 must be completed and submitted with your fingerprint card to the Indiana State Police. [State Form 8053](#) Please note that the Board of Law Examiners has pre-filled in information on State Form 8053. The box that must be checked is the "Review Challenge" box.
4. Make sure you give a complete personal history on the fingerprint card.
5. A certified check or money order in the amount of ten dollars (\$10.00) made payable to the STATE of INDIANA must be sent to the Indiana State Police with your fingerprints and State Form 8053.
6. Your fingerprint card, State Form 8053 and payment in the amount of ten dollars (\$10.00) should be sent to the Indiana State Police at the following address:

Indiana State Police
Criminal History Limited Check
P.O. Box 6188
Indianapolis, IN 46206-6188

Character and Fitness Personal Interview Required

1. A personal Character and Fitness interview is required at least thirty (30) days prior to the bar examination.

2. Pertinent information regarding the Character and Fitness Interview will be sent to you when your application is processed.
3. A Character and Fitness Committee member from the county you designate on your application will be assigned for your personal interview, which will be conducted in that county.

Testing Accommodations

1. Applicants requesting testing accommodations on the bar examination must submit an Application for Testing Accommodations.
2. **The Application for Testing Accommodations must be submitted with the application for admission upon examination.**
3. The Application for Testing Accommodations may be obtained [here](#)

Bureau of Motor Vehicles Report(s) Required

- Driving record printouts from all jurisdictions in which you have held a driver's license during the past five years are required for each bar examination.

Form C3 Required

- Dean's affidavit of good moral character and subject matter completion is due twenty days before the date of the bar examination. The Form C3 may be obtained [here](#)

Laptop Testing

1. The Indiana State Board of Law Examiners is allowing applicants to use their personal laptop computers to complete their answers to the essay (MPT and Indiana Essay Questions) portion of the February 2013 bar exam. The cost for participating in the laptop testing program will be \$125 in addition to the bar exam registration fee and is to be paid directly to ExamSoft. **Do NOT send these funds to our office. You will be notified by Examsoft where to send the funds approximately one month prior to the Exam.**
2. Applicants interested in using their personal laptop computers to complete their answers to the essay portion of the February 2013 Indiana bar exam should download and carefully read the Computer-Based Testing Forms which may be found [here](#).
3. Applicants interested in using their personal laptop must return the [Request to Participate in Laptop Testing Program form](#) to the State Board of Law Examiners by Monday, December 31, 2012 via the submit button at the bottom of the form. When you click the submit button, the form is automatically submitted via e-mail. **These forms**

must be received in the Board's offices no later than 4:30 P.M., local Indianapolis time, on December 31, 2012.

Bar Exam Checklist

- _____ All questions on the application must be answered. Do not use "N/A" or "Not Applicable." If the answer is "no" or "none," so state.
- _____ An original and one copy of your application (including all required attachments, reference letters, etc.) must be submitted. Your completed application **must be typewritten** and submitted in hard copy.
- _____ Reference Letters – must be submitted with the application.
- _____ Filing Fee – must be submitted with the application. Personal or firm checks are **NOT** accepted.
- _____ Photo Identification – must be submitted with the application.
- _____ Fingerprints – must be submitted to the Indiana State Police.
- _____ Bureau of Motor Vehicles Report – must be submitted for each jurisdiction in which you have you have held a driver's license during the past five years.
- _____ Form C3 (Dean's Certification) – submitted to the Dean of your law school.
- _____ Application for Testing Accommodations Form (if needed) – must be submitted with your application.
- _____ Laptop testing - submit request to participate form.